

**Position:** Project Controls and Reporting Manager  
**Division:** Program Management Office

Project Controls and Reporting Manager will manage a team of schedulers, a cost controller, document management and management information services staff to ensure exceptional level of information management for the City's Capital and Community Development Program. Candidate must possess excellent communication skills to provide a bridge from *data* to accurate and useful *information*. Responsible for updating and maintaining schedules, ensuring bi-weekly project reviews are held, and overseeing key reporting requirements. Responsible for setting the necessary metrics on projects and maintaining a system to control the outcome of projects.

Primary responsibilities are to lead and coordinate the Program Controls team, a group comprising schedulers; document controls staff, financial controls, reporting, and communications staff. Must be able to plan, coordinate, supervise and direct all cost and scheduling activities. Develop and implement project controls standards and procedures, monitor compliance and initiate corrective measures as necessary. Ensure that all planning and scheduling activities such as schedule development, project reporting and problem analysis activities comply with City needs. Provide QA/QC of cost and scheduling processes, reports and utilization. Prepare bi-weekly updating of costs and resources, load schedules, and perform earned value management versus the baseline. Interface internally with Project Managers, Financial Managers, and technical staff. Prepare, update and issue master schedules, bar charts and variance reports. Prepare specialty schedules, input and progress reports. Coordinate scheduling activities and action items. Communicate areas of concern to senior management. Analyze reports and make recommendations to senior management. Make knowledgeable forecasts based on current information and experience. Prepare capital improvement program cash flow analyses to support long and short term finance planning. Manage the preparation construction cost estimates. Assure that the project scope is complete and includes all required project deliverables, training, communication plans, etc. Prepare periodic budget reports reflecting the most current estimates of total project costs and estimated yearly budgeted amounts for each project reflecting any schedule phasing. Provide records management processes and tools to manage documents, data and information. Must provide communication and collaboration across project boundaries.

Preferred candidate shall possess Bachelors degree in communications, information management, engineering, construction management, or computer science with a minimum of seven years experience in project controls or data management including fiscal responsibilities. Demonstrated experience is development of schedule analysis, cost estimating and cost control, budget development, and reporting and record/document control. Hands on experience in developing and updating schedules using Primavera P6, reporting using Crystal Reports, SharePoint, special customized reports, other database programs, web-based tools and complex Microsoft Excel spreadsheets. Advanced knowledge of cost engineering concepts and scheduling skills are necessary and must be able to demonstrate a high degree of communication, creativity, foresight, and mature judgment in anticipating and solving unprecedented complexities as well as the ability to make authoritative decisions.

Resumes and related correspondence should be sent to the attention of:

Mr. Vincent A. Smith – Director of Capital Projects c/o Ms. Gwen White.

Electronic correspondence should be sent to:

[gpwhite@nola.gov](mailto:gpwhite@nola.gov)

Correspondence via U.S. Postal Service should be sent to:

City of New Orleans  
Capital Projects Administration  
1300 Perdido Street, Suite 6E15  
New Orleans, LA. 70112